

Appendix 4

Billing Reference Guidelines

Rounding Guidelines for Personal Care Services and Travel Time

The following chart illustrates the rules of rounding and gives the appropriate billing unit(s):

<u>Time (in minutes)</u>	<u>Unit(s) Billed</u>
1-30	0.5
31-44	0.5
45-60	1.0
61-74	1.0
75-90	1.5
91-104	1.5
105-120	2.0
121-134	2.0
etc.	etc.

Allowable Personal Care Procedure Codes

Procedure Code	Description
	<u>Bill units in time increments</u>
W9900	Personal Care by Personal Care-Only Agency
W9903	Personal Care by Dually Certified Home Health/Personal Care Agency
W9902	Personal Care Travel Time
	<u>Bill units in visit increments</u>
W9906	Registered Nurse Supervisory Visit (recipient receives only unskilled services) Wisconsin Medicaid reimbursement limited to once every 50-60 days
W9044	Personal Care Supervisory Visit (recipient also receives skilled services) Wisconsin Medicaid reimbursement limited to once a month if medically necessary

Appendix 4
(cont.)

Allowable Place of Service (POS) Codes
Personal Care Services

POS Code	Description
4	Home (personal care services, RN supervisory visits, and travel time are provided in the home)
0	Other

Allowable Type of Service (TOS) Codes
Personal Care Worker

TOS Code	Description
1	Medical
9	Other (use only when billing for disposable medical supplies)